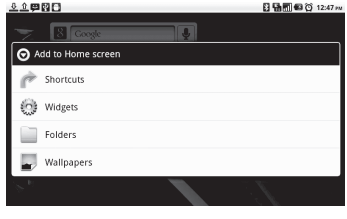
Shortcut Menu

The Shortcut menu displays notification or other information of each menu item. To easily access the menu, tap the item on the Home screen.

Customizing Shortcut menu

To add a shortcut:

1. Tap Menu > Add > Shortcuts .
2. Tap to select the short cut from the select shortcut menu.
3. Tap to add the items that you want to appear on the Home screen.



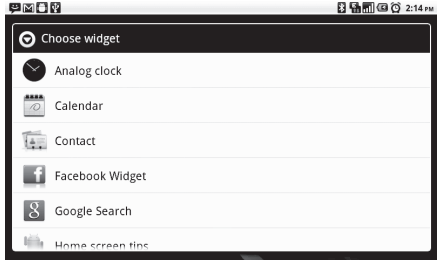
To remove a shortcut:

1. Tap and hold the desired shortcut icon. The icon enlarges.
2. appears on the right of the Home screen.
3. Drag the icon to to delete. The shortcut icon is then removed.

Using Widgets

Save time with live updates right on the Home screen and get all your personalized updates in one place. You may add and customize the Widgets on the Home screen as you like.

1. From the Home Screen, tap Menu > Add > Widgets. A list of all available widgets is displayed.



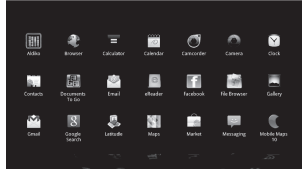
2. Tap to select the widget you want to appear on the Home screen.

To remove widgets:

1. From the Home screen, tap and hold the desired widget. The widget enlarges and appears at the right of the Home screen.
2. Drag the widget to to delete. The widget is then removed.

Application Drawer

The Application Drawer contains all applications and settings. On the Home screen,tap to display the menu.



- Swipe your finger up or down to view more applications.
- Tap an icon to open the application.

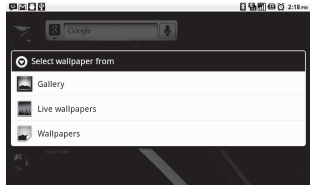
Setting Wallpaper

You can customize the wallpaper of your Home screen with a default wallpaper or the USER defined wall papers.

Set wallpaper from Gallery

1. From the Home Screen, tap Menu > Wallpaper. Select wallpaper from is displayed on screen.
2. Tap **Gallery.**
3. Tap to select pictures taken by the device camera or saved on your microSD card.
4. You will see thumbnail images of all pictures. Tap to select the picture you want to use.

5. Drag your finger to the box boundaries to select the crop area and tap inside the box to crop the image.
6. Tap **Save** and the cropped image appears as wallpaper on the Home screen.



Set wallpaper from Wallpapers

1. From the Home Screen, **tap Menu> Wallpaper**
2. **Select wallpaper from** is displayed on screen.
3. Tap **Wallpapers.**
4. All system wallpapers are displayed. Swipe your finger left or right to view all available wallpapers.
5. Tap to preview the wallpaper.
6. Tap **Set wallpaper** to apply your selection.

Set Wall Papers from Live Wall Papers

1. From the Home Screen, tap **Menu > Wallpaper.**
2. Select wallpaper from is displayed on screen.
3. Tap **LiveWallpapers**
4. All system wallpapers are displayed. Swipe your finger left or right to view all available wallpapers.
5. Tap to preview the wallpaper.
6. Tap **Set wallpaper** to apply your selection.

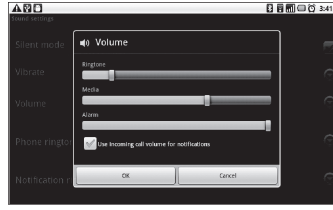
2.2 Adjusting the Volume

This device features four types of volume which can be adjusted separately:

- **Ringer volume**: Set the volume for incoming calls and notifications.
- **In-call volume**: Set the volume during a call.
- **Media volume**: Set the volume for music and videos.
- **Alarm volume**: Set the volume for alarms.

To adjust ringer volume

1. Tap **Application Drawer> Settings > Sound**
2. Tap **Volume**



3. To adjust the ringtone volume, do either of the following:
   a. Drag the volume slider to adjust the volume.
   b. Press the volume button to adjust the volume.
4. Tap ↩ to exit the menu.

To adjust in- call volume

During a phone call, press the volume button to adjust the volume.

To adjust media/alarm volume

1. Tap **Application Drawer> Settings > Sound**
2. Tap **Volume**
3. Drag the media/alarm volume slider to adjust the volume.

2.3 Contacts

Contacts is your phonebook that lets you store names, phone numbers, email, addresses and other information. Contacts are stored in the phone memory. You can save information such as names, pictures, phone numbers, e - mail addresses, etc. You can also add the frequently used contacts to the favorites list.

Adding a Contact

1. Tap **Application Drawer> Contacts**
2. Tap **Menu > New contact**
3. Enter contact information such as name, phone number, email address etc.
4. Tap **Done** to save the contact or tap **Revert** to exit without saving any changes.

Searching for Contacts

On the Contacts screen, Do the following to easily search for contacts:

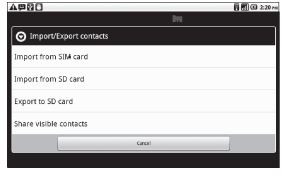
- Tap **Menu > Search**
- Type the first few letters of the contact to search. The list is filtered as you type.

• Tap an alphabetical index to view contacts that start with the letter. For example, to view names that start with “k”, tap “ k” and the list of contacts will be displayed.

Importing Contacts

You can import contacts from the SIM card or the memory card to this device.

1. Tap **Application Drawer> Contacts.**
2. Tap **Menu > Import/Export.**
3. Select **Import from SIM card** or **Import from SD card**
4. Select contacts to import



Backing Up Contacts

You can copy the contacts to the memory card to back up the contact information.

Export contacts to the memory card

1. Tap **Application Drawer > Contacts**
2. Tap **Menu** > **Import/Export** > **Export to SD card**
3. A warning message pops up, tap **OK** to proceed. All contacts are copied to the memory card.

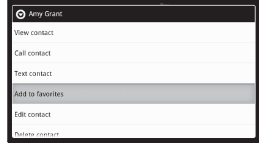
Favorite Contacts

You can add the most frequently called contacts to the favorite contact list which helps you to access the contacts quickly and easily.

Add to Favorites

1. Tap **Application Drawer** > **Contacts**
2. From the contact list, tap and hold the desired contact.
3. Tap **Add to favorites**

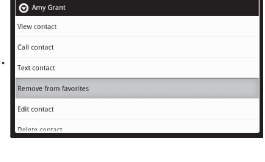
The contact is now in the favorites list.



Remove from Favorites

1. Tap **Application Drawer** > **Contacts**
2. Tap **Favorites** tab.
   The favorites list is displayed.
3. Tap and hold the desired contact to display the submenu.
4. Tap **Remove from favorites**

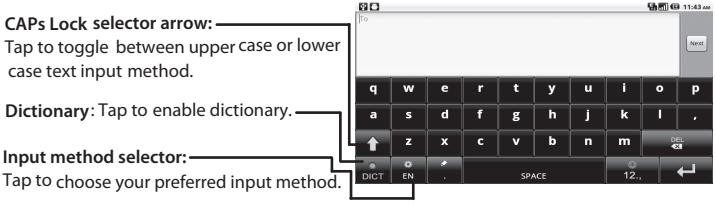
The contact will be removed from the favorites list.



Chapter 3: Entering Information

3.1 On - Screen Keyboard

On screen keyboard appears in portrait mode when an application requires text input, such as messaging , and writing emails. The keyboard input method is activated by default.



Using the On - Screen Keyboard

Lower case keyboard (default)

Upper case keyboard

Numbers and symbols

Use the on - screen keyboard as you would a computer keyboard.

Tap the keys to enter characters.

To toggle between upper and lower case letter display, tap .

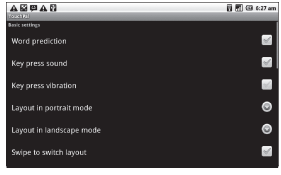
To display the numeric and symbols keyboard, tap . Tap to toggle back.

3.2 Configuring Device Keyboard Settings

You can use keyboard aids to help you when you input text using the on screen keyboard.

1. Tap Application Drawer > Settings > Language & keyboard
2. Tap TouchPad
3. Select the applicable options from the following Basic settings, Prediction & Gestures.

- **Basic settings:** Available options are Word prediction, Key press sound, Key press vibration, Layout in portrait mode, Layout in landscape mode, Swipe to switch layout, Mixed language input, and Select languages.
- **Prediction & Gestures:** Available options are Predict next word, Correct mistyping, Slide -down symbols, Relevant words ,Help and About.



Chapter 4: Email & Messaging

Use Messaging to access text and MMS . Use Email to send and receive email messages via your internet e- mail accounts.

4.1 Text Message

A text message can only contain letters, numbers and symbols.

Creating and Sending a Text Message

This device offers several ways to create and send a new text message.

From Messaging screen

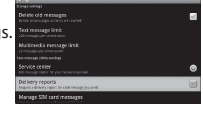
1. Tap **Application Drawer**> **Messaging**
2. Tap **New message**
3. In the **To** field, enter the recipient's phone number and then tap **next.**
4. Type message in the **Type to compose** field
5. Tap **Send** to send your message.

From Call log

1. Tap **Application Drawer**> **Contacts**
2. Tap the Call log tab to view all call history
3. Tap and hold a call from the Call log
4. Tap **Send text message**
5. Compose your message.
6. Tap **Send**

Note: If you exit Messaging before sending, the unsent message will be automatically saved as a draft.

Request message delivery notification



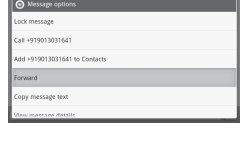
1. In **Messaging**, tap **Menu** > **Settings** to access SMS and MMS settings.
2. Tap to check Delivery reports check box.
3. Tap to exit the menu.

Receiving and Managing Messages

Reply to a text message

1. Tap **Application Drawer** >**Messaging**
2. Tap a message thread to open it.
3. Tap **Type to compose** to enter your message
4. Tap Send

Forward a text message



1. Tap **Application Drawer** > **Messaging**
2. Tap to view a message thread.
3. Tap and hold a message to display the message options.
4. Tap **Forward**
5. In the **To** field, enter the recipient's phone number.
6. Tap **Send**

Delete all text messages

You can delete all text threads in Messaging.

1. Tap Application Drawer > Messaging
2. Tap **Menu** > **Delete threads**.
3. Tap **Delete** to confirm.

Delete one message thread

1. Tap **Application Drawer** > **Messaging**.
2. Tap and hold the message thread you want to delete.
3. Tap **Delete thread**.
4. Tap **Delete** to confirm.

Copy message text

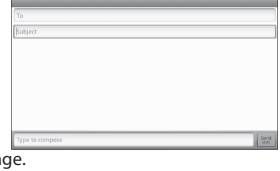
You can use this function to copy the text from a message to a new message you are composing.

1. Tap **Application Drawer** > **Messaging**
2. Tap a message thread to open it.
3. Tap and hold the message to display the options.
4. Tap **Copy message text**.
5. Tap and hold **Type to compose**.
6. Tap **Paste** to paste the copied texts to your new message.

4.2 Multimedia Message

A Multimedia message or MMS can contain letters, an image, an audio or video file etc.

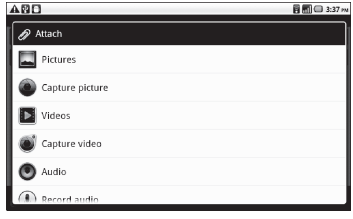
Creating and Sending an MMS Message



This device offers several ways to create and send an MMS message.

1. Tap **Application Drawer** > **Messaging**.
2. Tap **New Message**.
3. Tap **Menu** > **Add subject**.
   The message automatically converts to an MMS message.
4. In the **To** field, enter the recipient's phone number or email address.
5. Enter a subject.
6. To insert a picture or video file, tap **Menu** > **Attach**.

7. To insert text, tap **Type to compose** then enter your message.
8. To insert an audio file, tap **Menu** > **Attach** > **Audio**
9. Tap **Send MMS**.



From the Call log

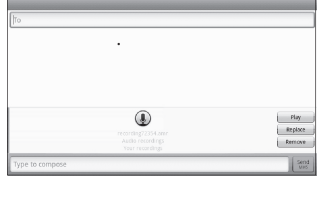
1. Tap **Application Drawer** > **Contacts** > **Call log**
2. Tap and hold a call from the Call log.
3. Tap **Send text message**.
4. Tap **Menu** > **Add subject** to convert to an MMS message. To enter subject, tap **Subject**.
5. To insert a picture or video file, tap **Menu** > **Attach**.
6. To insert an audio file, tap **Menu** > **Attach** > **Audio**.
7. To insert text, tap **Type to Compose**, then enter your message using the on-screen keyboard.
8. Tap **Send MMS**.

4.3 Voice Message

This device supports sending of Voice message.

Create a voice message

1. Tap **Application Drawer** > **Messaging**.
2. Tap **New Message**.
3. Tap **Menu** > **Attach** > **Record audio**.
4. Tap to record your message.
5. Tap to stop recording.
6. Tap to listen to your recording.
7. Tap **Use this recording** to proceed or **Discard** to return to the compose message screen.
8. Tap **Play** to listen to your recording again, or tap **Remove** to delete your recording from the MMS message.
9. Enter the recipient's phone number in the **To** field.
10. Tap **Type to compose** to enter your message, and tap **Send MMS**



4.4 Email Accounts

This device can send and receive emails just as you do with a computer.

Setting Up an Internet Email Account

1. Tap **Application Drawer** > **Email**
2. Select your email account provider.
3. Enter your **Email address** and **Password**.